

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CT Highway Maintenance Worker	11/Maintenance/ East Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CHMW,	911-610-6287 -	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the supervision of the Caltrans Maintenance Supervisor, the CT Highway Maintenance Worker performs miscellaneous laboring duties in conjunction with maintenance and repair of State highways, and works with the rest of a crew in the performance of these activities. A Class C drivers license is required while performing duties associated with maintaining the State highway system. The incumbent will work individually or with a crew, and may occasionally oversee a less experienced coworker. The normal workweek is Monday through Friday, from 6:30 a.m. to 3:00 p.m. on a 5/40 work schedule. Incumbent will be required to work overtime including weekends/holidays if needed, may be required to work temporary and/or intermittent varied work shifts, and is expected to respond to emergency calls. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
60% E	Works with a crew performing highway maintenance activities; typical duties include sealing cracks; loading, unloading and shoveling material; digging or repairing drainage ditches and culverts; clearing drainage inlets. Operates light landscape, maintenance or construction equipment (pickup, cone truck, etc.). Keeps simple records.
25% E	Regulates traffic to ensure safe conditions for coworkers and the traveling public.
15% M	Removes obstacles, debris and carcasses from the traveled way or highway rights of way. May assist in the repair or replacement of signs, fence, guardrail posts. Performs other duties as needed, including removing litter from highway roadsides, or the occasional direction of probationers involved in litter removal.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. On occasion, may be placed in charge of one or two others doing litter removal.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Operation and care of automotive equipment including light trucks
- Minor construction, repair and maintenance work
- Basic safe work practices to protect safety and health of self and others

Ability to:

- Follow directions at a level required for successful job performance
- Do heavy manual labor
- Safely operate and care for automotive equipment including light trucks; keep records of equipment use and servicing
- Work cooperatively with others

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could jeopardize safety of self or others, or result in tool/equipment misuse.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; routine contact with other crew members and supervisors.

Most work is done in a crew setting; necessary to work cooperatively with others.

Must exercise restraint when dealing with irate motorists.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in close proximity to traffic and equipment; incumbent must hear at a level sufficient to hear warning shouts and backup alarms. Incumbent must possess sufficient peripheral vision to be aware of changes in surroundings, and sufficient night vision to assist with callouts after-hours.

Most duties require prolonged standing, especially flagging. Digging, shoveling, litter removal, crack sealing require prolonged standing with stooping. Loading/unloading materials involves moving sacks (weight to 50-pounds), or may be done by the shovel from a stockpile. If assigned to assist with guardrail replacement, incumbent and partner will move a guardrail section (50-75 pounds), typically 50 feet from truck to work area. Work is often done over uneven terrain.

From time to time, incumbent will perform repetitive tasks. Even in these circumstances, paying close attention to traffic and equipment is imperative.

WORK ENVIRONMENT

Most work is done outdoors, where incumbent will be exposed to dust, exhaust fumes, noise, uneven surfaces, extremes of heat and cold. This position is in the Imperial County desert, with summertime temperatures up to 115° or more, sandstorms and flashfloods.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE